

**VILLAGE OF NORTHFIELD
BOARD OF TRUSTEES
Minutes of March 14, 2006**

- I. **ROLL CALL:** Trustees Chair Thomas McCarney (absent), Trustees Samantha Baraw (absent), Libby Hambleton, Richard Sutor, and James Wilson. Also present were Village Manager Nanci Allard, Superintendent of Public Works William Lyon, Everett Greenslit, and David Magida (Norwich University Director of Facilities Operations).

Vice-Chair Sutor called the meeting to order at 7:00 p.m.

II. **PUBLIC PARTICIPATION (Scheduled):**

- a. **Everett Greenslit: Water Street and Wall Street Railroad Crossings.** Mr. Greenslit presented a copy of the engineers drawing for the Water Street and Wall Street project to encase water lines under the railroad crossing. Superintendent Lyon spoke to the project. Mr. Greenslit requested copies of any documentation supporting Board approval for the project and permission to view related invoices.

III. **ACTION ITEMS**

a. **Approval of Minutes**

1. **February 28, 2006 (Regular Meeting).** Motion by Trustee Wilson, seconded by Trustee Hambleton, to approve the minutes. **Motion passed 3-0-0.**

b. **Approval of Bills**

1. **Warrant #18-06.** Motion by Trustee Wilson, seconded by Trustee Hambleton, to approve Warrant #18-06 in the amount of \$338,765.36. **Motion passed 3-0-0.**

- c. **Norwich University Upgrade Project.** David Magida, Director of Facilities Operations gave the Board an overview of the planned expansion at Norwich. They paid Green Mountain Power to evaluate capacity at the King Street substation and the Norwich substation. The results showed the need to upgrade both stations to provide capacity for growth within the community.

The estimated cost to upgrade the King Street substation and the Norwich substation is approximately \$650,000. Motion by Trustee Hambleton, seconded by Trustee Wilson, to authorize the Manager to proceed with planning the project based on the recommendations of the Green Mountain Power study, with funding based on a proposal to split the costs for the electric upgrade: half as the responsibility of the Village of Northfield and half as the responsibility of Norwich University. **Motion passed 3-0-0.** Manager Allard stated if the Village chose to perform more work at the substation beyond capacity development; the Village would bear the costs. The members of the Board agreed.

Mr. Magida then went on to explain that Norwich would be installing new water and sewer mains to serve the planned campus upgrades. The Village of Northfield is invited to increase the pipe size for the sewer line to allow for transmitting increased sewage pickup from the Town south of the campus and bear the additional costs for the difference in pipe cost if the engineers recommend a larger diameter pipe. Superintendent Lyon indicated there would be some additional costs in providing means for future connections to the mains without disturbing Norwich.

Motion by Trustee Wilson, seconded by Trustee Hambleton, to approve in concept increasing the sewer pipe size and providing for future additional collection. Manager Allard and Superintendent Lyon will return with costs before proceeding with the project. **Motion passed 3-0-0.**

- d. **Patching Machine Purchase.** Superintendent Lyon described the Hot Patching Machine and its functions to the Trustees. Motion by Trustee Hambleton, seconded by Trustee Wilson, to approve the purchase as presented, with \$15,000 to be paid by the Village and \$1690.50 paid each by the Water and Sewer Departments. **Motion passed 3-0-0.**
- e. **Sewer CIP Fund Transfers.** Accounting Manager Laurie Baroffio has requested that monies allocated for completed CIP projects (i.e. "Lawnmower" and "Gas Meter" be transferred to the line item for "Hydraulic Tools." She also requested that the "Equip Rebuilds" and "General Plant Improvements" line items be combined into one line item "Equip Rebuilds New Plant." Motion by Trustee Hambleton, seconded by Trustee Wilson, to approve these requests. **Motion passed 3-0-0.**
- f. **Town/Village Merger.** Trustee Suitor recommends that the Board withhold discussion until Chairman McCarney and Trustee Baraw are in attendance.

IV. REPORTS

a. Village Manager

- 1. **Village Budget Meetings.** Manager Allard reported that the Village budget meetings are on-going. Currently, the proposed budgets for Village General, Village Highway, Water and Sewer Departments will maintain the current tax rate and customer rates. However, due to higher power purchase costs, we anticipate an increase in the proposed electric budget that requires an electric rate increase effective July 1, 2006.

b. **Committee Reports.** There were no reports.

c. **Miscellaneous.** There was nothing additional.

V. PUBLIC PARTICIPATION (Unscheduled). There was none.

VI. ADJOURNMENT. Motion by Trustee Wilson, seconded by Trustee Hambleton, to adjourn. **Motion passed 3-0-0.**

The Board adjourned at 7:58 p.m.

Respectfully submitted,

Nanci A. Allard

Nanci A. Allard, Acting Clerk

These minutes are subject to approval at the next regular meeting.